

# 857 Shipment and Billing Notice

Functional Group ID=**BS**

## Introduction:

This Draft Standard for Trial Use contains the format and establishes the data contents of the Shipment and Billing Notice Transaction Set (857) for use within the context of an Electronic Data Interchange (EDI) environment. This transaction set provides the recipient of a shipment with data for both receipt planning and payment generation. EDI and telecommunications technologies suggest efficiencies in the way business data is processed. For example, the sender of a shipment may send the recipient's receiving function a Ship Notice/Manifest (856), and the payables function an Invoice (810), even though the contents of these two documents may be largely redundant. In certain business environments, the Shipment and Billing Notice permits the consolidation of these two documents into one. Specifically, this transaction set is appropriate where the shipment data, when it includes terms and item prices, can be used both to plan receipts and to generate payment. In this environment, the exact prices for the items shipped may not be known in advance by both parties. This transaction set is not appropriate in so-called Evaluated Receipts Settlement (ERS) environments, in which the exact prices for the items shipped have been agreed upon by, and are known to, both parties in advance. This transaction set is not to be used to replace the Ship Notice/Manifest (856) or Invoice (810) individually, but only to replace both, together. For example, do not use this transaction set in place of a Ship Notice/Manifest while continuing to send either paper or electronic invoice.

## Notes:

**1. Use this transaction set to provide combined Shipment Notice and Commercial Invoice information to Federal Government activities responsible for receiving material and activities responsible for initiating payment. Transactions involving separate shipment or billing information should utilize the appropriate 856 (Ship Notice/Notice Manifest) and 810 (Commercial Invoice) transaction sets.**

**2. The hierarchical sequence of this transaction set is Shipment level information, Order level information, and Item level information.**

	<u>Pos.</u> <u>No.</u>	<u>Seg.</u> <u>ID</u>	<u>Name</u>	<u>Req.</u> <u>Des.</u>	<u>Max.Use</u>	<u>Loop</u> <u>Repeat</u>	<u>Notes and</u> <u>Comments</u>
Must Use	010	ST	Transaction Set Header	M	1		c1
Must Use	020	BHT	Beginning of Hierarchical Transaction	M	1		n1
			LOOP ID - HL			>1	
Must Use	030	HL	Hierarchical Level	M	1		n2
			LOOP ID - BS1			1	
	040	G05	Total Shipment Information	O	1		n3
Not Used	050	TD1	Carrier Details (Quantity and Weight)	O	5		
Not Used	060	TD3	Carrier Details (Equipment)	O	5		
Not Used	070	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	5		
	080	TD5	Carrier Details (Routing Sequence/Transit Time)	O	10		
	090	FOB	F.O.B. Related Instructions	O	1		

	100	DTM	Date/Time Reference	O	5	
	110	N9	Reference Number	O	20	
	120	PER	Administrative Communications Contact	O	5	
Not Used	130	CUR	Currency	O	1	
LOOP ID - N1					10	
	140	N1	Name	O	1	
	150	N2	Additional Name Information	O	2	
	160	N3	Address Information	O	2	
	170	N4	Geographic Location	O	1	
LOOP ID - BS2					1	
	180	TDS	Total Monetary Value Summary	O	1	n4
	190	PRF	Purchase Order Reference	O	1	
	200	N9	Reference Number	O	>1	
Not Used	210	DTM	Date/Time Reference	O	10	
	220	ITD	Terms of Sale/Deferred Terms of Sale	O	5	
Not Used	230	TXI	Tax Information	O	10	
Not Used	235	SN1	Item Detail (Shipment)	O	1	
Not Used	237	ISS	Invoice Shipment Summary	O	1	
LOOP ID - SAC					25	
	240	SAC	Service, Promotion, Allowance, or Charge Information	O	1	
Not Used	250	TXI	Tax Information	O	10	
LOOP ID - N1					10	
Not Used	260	N1	Name	O	1	
Not Used	270	N2	Additional Name Information	O	2	
Not Used	280	N3	Address Information	O	2	
Not Used	290	N4	Geographic Location	O	1	
LOOP ID - BS3					1	
Not Used	300	PAL	Pallet Information	O	1	n5
Not Used	310	MAN	Marks and Numbers	O	10	
LOOP ID - BS4					1	
Not Used	320	LX	Assigned Number	O	1	n6
Not Used	325	N9	Reference Number	O	15	
Not Used	330	PO4	Item Physical Details	O	1	
Not Used	340	MEA	Measurements	O	10	
Not Used	350	PKG	Marking, Packaging, Loading	O	10	
Not Used	360	MAN	Marks and Numbers	O	10	
LOOP ID - BS5					1	
	370	IT1	Baseline Item Data (Invoice)	O	1	n7
Not Used	380	IT3	Additional Item Data	O	1	
Not Used	390	PO4	Item Physical Details	O	1	
Not Used	395	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	>1	
Not Used	400	TC2	Commodity	O	5	
Not Used	410	TXI	Tax Information	O	10	
Not Used	420	CTP	Pricing Information	O	10	

Not Used	430	N9	Reference Number	O	10
Not Used	440	MEA	Measurements	O	10
LOOP ID - PID					25
Not Used	450	PID	Product/Item Description	O	1
Not Used	460	MEA	Measurements	O	10
LOOP ID - SLN					1000
Not Used	470	SLN	Subline Item Detail	O	1
Not Used	480	PID	Product/Item Description	O	25
LOOP ID - SAC					25
Not Used	490	SAC	Service, Promotion, Allowance, or Charge Information	O	1
Not Used	500	TXI	Tax Information	O	10
Must Use	510	SE	Transaction Set Trailer	M	1

## Transaction Set Notes

- BHT01, Hierarchical Structure Code, may only contain the code values 0001, 0002, and 0003.

When BHT01, the Hierarchical Structure Code, contains a value of 0001, the levels of the transaction set are Shipment, Order, Tare (pallet), Pack (carton), Subpack, and Item. The levels, when used, must always appear (in the transmission) in the above order, e.g., the tare level cannot be subordinate to the item level; however, the pack level may be omitted.

When BHT01, the Hierarchical Structure Code, contains a value of 0002, the levels of the transaction set are Shipment, Order, Item, Tare (pallet), Pack (carton), and Subpack. The levels, when used, must always appear (in the transmission) in the above order, e.g., the tare level cannot be subordinate to the pack level; however, the tare level may be omitted.

When BHT01, Hierarchical Structure Code, contains a value of 0003, the levels of the transaction set are Shipment, Tare (pallet), Pack (carton), Subpack, Order and Item. The levels, when used, must always appear (in the transaction set) in the above order, e.g., the pack level can not be subordinate to the order level, however the pack level may be omitted.

BHT03 and BHT04 are mandatory.
- HL01 (Hierarchical ID Number) will be assigned sequentially within the hierarchy starting with one and incremented by one for each HL segment.

HL02 (Hierarchical Parent ID) will have the value of 0 when used at the Shipment Level.

HL03 (Hierarchical Level Code) may only contain the codes: S (Shipment Level), O (Order Level), T (Tare Level), P (Pack Level), Q (Subpack Level), and I (Item Level).
- The BS1 loop may only be used at the Shipment Level.

The transaction set shall contain one and only one occurrence of the BS1 loop, Shipment level.
- The BS2 loop may only be used at the Order Level.

The Transaction Set shall contain at least one occurrence of the BS2 loop, Order Level.
- The BS3 loop may only be used at the Tare (pallet) Level.
- The BS4 loop may only be used at the Pack (carton) and Subpack Levels. The Subpack Level may only be used in conjunction with the Pack Level.

LX01 (Assigned Number) will be sequentially assigned starting with one and incremented by one for each LX segment.

The LX segment is used to bound the segments for the Pack and Subpack Levels to allow all segments within the loop to be optional. It has no relevance to the application data being sent.
- The BS5 loop may only be used at the Item Level.

There shall be at least one occurrence of the BS5 loop, Item Level within each Order Level.

## Transaction Set Comments

1. The structure of this transaction set is one shipment of one or more orders.  
This transaction set is used to convey information that is normally found on a shipping/receiving document and a invoice, in a paper environment. In most cases prices are excluded from the receiving documents. Care should be exercised to keep this information from the receiving area if it is the current practice to exclude such information. It may be prudent to consult an auditor or legal representative if there is any question.

**Segment:** **ST** Transaction Set Header  
**Position:** 010  
**Loop:**  
**Level:**  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To indicate the start of a transaction set and to assign a control number  
**Syntax Notes:**  
**Semantic Notes:** 1 The transaction set identifier (ST01) used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).  
**Comments:**

#### Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	ST01	143	Transaction Set Identifier Code	M ID 3/3
			Code uniquely identifying a Transaction Set	
			857 X12.29 Shipment and Billing Notice	
Must Use	ST02	329	Transaction Set Control Number	M AN 4/9
			Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set	
			<i>The unique control number is assigned by the originator of the transaction set or by the originator's application program.</i>	

**Segment:** **BHT** **Beginning of Hierarchical Transaction**

**Position:** 020

**Loop:**

**Level:**

**Usage:** Mandatory

**Max Use:** 1

**Purpose:** To define the business hierarchical structure of the transaction set and identify the business application purpose and reference data, i.e., number, date, and time

**Syntax Notes:**

**Semantic Notes:**

- 1 BHT03 is the number assigned by the originator to identify the transaction within the originator's business application system.
- 2 BHT04 is the date the transaction was created within the business application system.
- 3 BHT05 is the time the transaction was created within the business application system.

**Comments:**

#### Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	BHT01	1005	<b>Hierarchical Structure Code</b> Code indicating the hierarchical application structure of a transaction set that utilizes the HL segment to define the structure of the transaction set 0002 Shipment, Order, Item, Packaging	<b>M ID 4/4</b>
Must Use	BHT02	353	<b>Transaction Set Purpose Code</b> Code identifying purpose of transaction set 00 Original Use to indicate the initial submission of an original Shipment and Billing Notice (SBN) or for a replacement SBN for one that was canceled and a new number assigned. 01 Cancellation Use to indicate the cancellation of a previously submitted Shipment and Billing Notice (SBN). 05 Replace Use to indicate a replacement Shipment and Billing Notice (SBN) using the same shipment number as a previously submitted SBN. When used, the replacement SBN will overwrite the original SBN in the receiving data base. 07 Duplicate Use to indicate a re-transmission of an original 857 transaction set.	<b>M ID 2/2</b>
Must Use	BHT03	127	<b>Reference Number</b>	<b>O AN 1/30</b>

Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.

*Unique reference number assigned by the originator to identify the transaction within the originator's business application system. For example, this data element would be used when the reference number in ST02 is assigned independent of the business application system.*

**BHT04 373 Date O DT 6/6**  
Date (YYMMDD)

*Use to identify the date the transaction set was created. This date also serves as the invoice date.*

**BHT05 337 Time O TM 4/8**  
Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)

*1. Express the originating activity's time in Universal Time Coordinate (UTC).*

*2. Express time in a four position Hour Hour Minute Minute (HHMM) format.*

**Must Use BHT06 640 Transaction Type Code O ID 2/2**  
Code specifying the type of transaction

PR Product (or Service)

Use to indicate an original Shipment and Billing Notice (SBN) submitted for performance of a service line where physical delivery/receipt of material will not take place.

ZZ Mutually Defined

Use to indicate the transaction set is a combined Shipment and Billing Notice (SBN) from a vendor. Code AB - Advance Shipment and Billing notice is approved and will be used in a future release.

**Segment:** **HL** Hierarchical Level  
**Position:** 030  
**Loop:** HL Mandatory  
**Level:**  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To identify dependencies among and the content of hierarchically related groups of data segments

**Syntax Notes:**

**Semantic Notes:**

- Comments:**
- 1 The HL segment defines a top-down/left-right ordered structure.
  - 2 HL01 shall contain a unique alphanumeric number for each occurrence of the HL segment in the transaction set. For example, HL01 could be used to indicate the number of occurrences of the HL segment, in which case the value of HL01 would be "1" for the initial HL segment and would be incremented by one in each subsequent HL segment within the transaction.
  - 3 HL02 identifies the hierarchical ID number of the HL segment to which the current HL segment is subordinate.
  - 4 HL03 indicates the context of the series of segments following the current HL segment up to the next occurrence of an HL segment in the transaction. For example, HL03 is used to indicate that subsequent segments in the HL loop form a logical grouping of data referring to shipment, order, or item-level information.
  - 5 HL04 indicates whether or not there are subordinate (or child) HL segments related to the current HL segment.

- Notes:**
1. *Iterations of the HL/030 loop provide data structured in a hierarchical logic consisting of Shipment, Order, and Item.*
  2. *Must use the first iteration of the HL/030 loop as the Shipment loop to provide shipment information common to the entire shipment. Use the Order loop to provide order information common to all items in an order. Use multiple iterations of the Item loop to identify information applicable to individual line items in the shipment and order.*
  3. *Shipment container information pertains to individual line items and is contained within the applicable Item loop.*
  4. *The Pack loop is not used.*
  5. *When code PR (Services) is used in BHT06 indicating only service items are being identified in the transaction, use only the following segments in the Shipment loop: GO5 and the NI loop.*

**Data Element Summary**

	<u>Ref.</u>	<u>Data</u>		<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	
Must Use	HL01	628	Hierarchical ID Number	M AN 1/12

A unique number assigned by the sender to identify a particular data segment in a hierarchical structure

***In the first HL/030 loop iteration, cite the number 1. In each subsequent loop iteration, increase incrementally by 1.***

**HL02      734      Hierarchical Parent ID Number      O      AN 1/12**

Identification number of the next higher hierarchical data segment that the data segment being described is subordinate to

***1. Do not use in the HL/030 Shipment loop. Use in the HL/030 Order loop to identify the Shipment loop associated with the order. Use in each HL/030 Item loop iteration to identify the Order loop associated with each line item.***

***2. Cite the sequential serial number assigned in HL01 of the Shipment loop to identify the order associated with the shipment. Cite the sequential serial number assigned in HL01 of the HL/030 Order loop to identify the line item associated with the Order loop. Citing the applicable information in this fashion provides a cross-reference for all Shipment, Order, and Item information contained in the Shipment and Billing Notice.***

**Must Use      HL03      735      Hierarchical Level Code      M      ID 1/2**

Code defining the characteristic of a level in a hierarchical structure

I      Item

Use to identify the individual Item loop(s).

O      Order

Use to identify the individual Order loop(s).

S      Shipment

Use to identify the transaction set Shipment loop.

**HL04      736      Hierarchical Child Code      O      ID 1/1**

Code indicating whether if there are hierarchical child data segments subordinate to the level being described.

***1. Use in the Shipment loop to indicate the presence of one or more subordinate Order loops.***

***2. Use in the Order loop to indicate the presence of one or more subordinate Item loops***

0      No Subordinate HL Segment in This Hierarchical Structure.

1      Additional Subordinate HL Data Segment in This Hierarchical Structure.

<b>Segment:</b>	<b>G05</b>	<b>Total Shipment Information</b>
<b>Position:</b>	040	
<b>Loop:</b>	BS1	Optional
<b>Level:</b>		
<b>Usage:</b>	Optional	
<b>Max Use:</b>	1	
<b>Purpose:</b>	To provide totals relating to the shipment	
<b>Syntax Notes:</b>	<ol style="list-style-type: none"> <li>1 If either G0501 or G0502 is present, then the other is required.</li> <li>2 At least one of G0501 G0503 or G0505 is required.</li> <li>3 If either G0503 or G0504 is present, then the other is required.</li> <li>4 If either G0505 or G0506 is present, then the other is required.</li> <li>5 If either G0507 or G0508 is present, then the other is required.</li> </ol>	
<b>Semantic Notes:</b>		
<b>Comments:</b>		
<b>Notes:</b>	<ol style="list-style-type: none"> <li>1. <i>Must use G0501/G0502 to report total quantities involved in the shipment to comply with X12 syntax requirements.</i></li> <li>2. <i>For transactions involving material only, use G0501/G0502 to indicate the total number of units shipped.</i></li> <li>3. <i>For transactions involving services only, use the quantity of 1 (one) in G0501 and the unit of measurement LO (Lot) in G0502.</i></li> <li>4. <i>For transactions involving both material and services, only report the material shipment quantity.</i></li> </ol>	

Data Element Summary					
	<u>Ref.</u>	<u>Data</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	G0501	382		Number of Units Shipped	X R 1/10
				Numeric value of units shipped in manufacturer's shipping units for a line item or transaction set	
				1. For transactions involving material only, indicate the total number of units shipped.	
				2. For transactions involving services only, use the quantity of 1 (one).	
				3. For transactions involving both material and services, indicate the total number of units (material only) shipped.	
Must Use	G0502	355		Unit or Basis for Measurement Code	X ID 2/2
				Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	
				Use any code, the following is a preferred list:	
				EA	Each
				Use with G0501 when identifying material shipment quantities.	

**LO Lot*****Use with G0501 when the transaction involves services only.***

Refer to 003050 Data Element Dictionary for acceptable code values.

Not Used	G0503	81	<b>Weight</b>	<b>X</b>	<b>R 1/10</b>
			Numeric value of weight		
Not Used	G0504	355	<b>Unit or Basis for Measurement Code</b>	<b>X</b>	<b>ID 2/2</b>
			Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken		
Not Used	G0505	183	<b>Volume</b>	<b>X</b>	<b>R 1/8</b>
			Value of volumetric measure		
Not Used	G0506	355	<b>Unit or Basis for Measurement Code</b>	<b>X</b>	<b>ID 2/2</b>
			Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken		
Not Used	G0507	80	<b>Lading Quantity</b>	<b>X</b>	<b>N0 1/7</b>
			Number of units (pieces) of the lading commodity		
Not Used	G0508	355	<b>Unit or Basis for Measurement Code</b>	<b>X</b>	<b>ID 2/2</b>
			Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken		

**Segment:** **TD5** **Carrier Details (Routing Sequence/Transit Time)**

**Position:** 080

**Loop:** BS1 Optional

**Level:**

**Usage:** Optional

**Max Use:** 10

**Purpose:** To specify the carrier and sequence of routing and provide transit time information

**Syntax Notes:** 1 At least one of TD502 TD504 TD505 TD506 or TD512 is required.

2 If TD502 is present, then TD503 is required.

3 If TD507 is present, then TD508 is required.

4 If TD510 is present, then TD511 is required.

**Semantic Notes:**

**Comments:** 1 When specifying a routing sequence to be used for the shipment movement in lieu of specifying each carrier within the movement, use TD502 to identify the party responsible for defining the routing sequence, and use TD503 to identify the actual routing sequence, specified by the party identified in TD502.

**Data Element Summary**

	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
Not Used	TD501	133	<b>Routing Sequence Code</b> Code describing the relationship of a carrier to a specific shipment movement	O ID 1/2
Not Used	TD502	66	<b>Identification Code Qualifier</b> Code designating the system/method of code structure used for Identification Code (67)	X ID 1/2
Not Used	TD503	67	<b>Identification Code</b> Code identifying a party or other code	X AN 2/20
Must Use	TD504	91	<b>Transportation Method/Type Code</b> Code specifying the method or type of transportation for the shipment <i>Use to identify the mode of shipment.</i> Refer to 003050 Data Element Dictionary for acceptable code values.	X ID 1/2
Not Used	TD505	387	<b>Routing</b> Free-form description of the routing or requested routing for shipment, or the originating carrier's identity	X AN 1/35
Not Used	TD506	368	<b>Shipment/Order Status Code</b> Code indicating the status of an order or shipment or the disposition of any difference between the quantity ordered and the quantity shipped for a line item or transaction	X ID 2/2
Not Used	TD507	309	<b>Location Qualifier</b> Code identifying type of location	O ID 1/2
Not Used	TD508	310	<b>Location Identifier</b> Code which identifies a specific location	X AN 1/30

<b>Not Used</b>	<b>TD509</b>	<b>731</b>	<b>Transit Direction Code</b> The point of origin and point of direction	<b>O</b>	<b>ID 2/2</b>
<b>Not Used</b>	<b>TD510</b>	<b>732</b>	<b>Transit Time Direction Qualifier</b> Code specifying the value of time used to measure the transit time	<b>O</b>	<b>ID 2/2</b>
<b>Not Used</b>	<b>TD511</b>	<b>733</b>	<b>Transit Time</b> The numeric amount of transit time	<b>X</b>	<b>R 1/4</b>
<b>Not Used</b>	<b>TD512</b>	<b>284</b>	<b>Service Level Code</b> Code defining service	<b>X</b>	<b>ID 2/2</b>

**Segment:** **FOB** F.O.B. Related Instructions

**Position:** 090

**Loop:** BS1 Optional

**Level:**

**Usage:** Optional

**Max Use:** 1

**Purpose:** To specify transportation instructions relating to shipment

**Syntax Notes:** 1 If FOB03 is present, then FOB02 is required.

2 If FOB04 is present, then FOB05 is required.

3 If FOB07 is present, then FOB06 is required.

4 If FOB08 is present, then FOB09 is required.

**Semantic Notes:** 1 FOB01 indicates which party will pay the carrier.

2 FOB02 is the code specifying transportation responsibility location.

3 FOB06 is the code specifying the title passage location.

4 FOB08 is the code specifying the point at which the risk of loss transfers. This may be different than the location specified in FOB02/FOB03 and FOB06/FOB07.

**Comments:**

**Notes:** *This segment is only used when physical shipment of material is involved.*

**Data Element Summary**

	<u>Ref.</u>	<u>Data</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	FOB01	146		Shipment Method of Payment	M ID 2/2
				Code identifying payment terms for transportation charges	
			BP	Paid by Buyer	
				The buyer agrees to the transportation payment term requiring the buyer to pay transportation charges to a specified location (origin or destination location)	
				Use to indicate a Government Bill of Lading (GBL) was issued.	
			PE	Prepaid and Summary Bill	
				Use when transportation charges are to be prepaid by the seller, are not included in the unit price, and are to be invoiced periodically.	
			PP	Prepaid (by Seller)	
				Use to indicate that transportation charges are not included in the unit price but are prepaid and are added as a separate item on this invoice.	
			PS	Paid by Seller	
				The seller agrees to the transportation payment term requiring the seller to pay transportation charges to a specified location (origin or destination location)	
				Use to indicate transportation charges are included in the unit price.	

	<b>FOB02</b>	<b>309</b>	<b>Location Qualifier</b>	<b>X</b>	<b>ID 1/2</b>
			Code identifying type of location		
			<i>Use to indicate the transportation responsibility location.</i>		
			DE	Destination (Shipping)	
			IT	Intermediate FOB Point	
				A location indicating the point of destination is not the origin or final destination but rather at some other point	
				Provide the address in the N1/140 loop, citing code KX in N101.	
			OR	Origin (Shipping Point)	
<b>Not Used</b>	<b>FOB03</b>	<b>352</b>	<b>Description</b>	<b>O</b>	<b>AN 1/80</b>
			A free-form description to clarify the related data elements and their content		
<b>Not Used</b>	<b>FOB04</b>	<b>334</b>	<b>Transportation Terms Qualifier Code</b>	<b>O</b>	<b>ID 2/2</b>
			Code identifying the source of the transportation terms		
<b>Not Used</b>	<b>FOB05</b>	<b>335</b>	<b>Transportation Terms Code</b>	<b>X</b>	<b>ID 3/3</b>
			Code identifying the trade terms which apply to the shipment transportation responsibility		
	<b>FOB06</b>	<b>309</b>	<b>Location Qualifier</b>	<b>X</b>	<b>ID 1/2</b>
			Code identifying type of location		
			IT	Intermediate FOB Point	
				A location indicating the point of destination is not the origin or final destination but rather at some other point	
				Provide the acceptance point address in the N1/140 loop, citing KZ in N101.	
<b>Not Used</b>	<b>FOB07</b>	<b>352</b>	<b>Description</b>	<b>O</b>	<b>AN 1/80</b>
			A free-form description to clarify the related data elements and their content		
<b>Not Used</b>	<b>FOB08</b>	<b>54</b>	<b>Risk of Loss Qualifier</b>	<b>O</b>	<b>ID 2/2</b>
			Code specifying where responsibility for risk of loss passes		
<b>Not Used</b>	<b>FOB09</b>	<b>352</b>	<b>Description</b>	<b>X</b>	<b>AN 1/80</b>
			A free-form description to clarify the related data elements and their content		

**Segment:** **DTM** Date/Time Reference

**Position:** 100

**Loop:** BS1 Optional

**Level:**

**Usage:** Optional

**Max Use:** 5

**Purpose:** To specify pertinent dates and times

**Syntax Notes:** 1 At least one of DTM02 DTM03 or DTM06 is required.

2 If either DTM06 or DTM07 is present, then the other is required.

**Semantic Notes:**

**Comments:**

**Notes:** *Use this DTM/100 segment for dates that apply to shipment level information.*

#### Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	DTM01	374	<b>Date/Time Qualifier</b> Code specifying type of date or time, or both date and time 011 Shipped Use to indicate that a supply has shipped, (i.e., the date a shipment was released to a carrier). 214 Date of Repair/Service Use to indicate a general date that a service was provided.	M ID 3/3
Must Use	DTM02	373	<b>Date</b> Date (YYMMDD)	X DT 6/6
Not Used	DTM03	337	<b>Time</b> Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	X TM 4/8
Not Used	DTM04	623	<b>Time Code</b> Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	O ID 2/2
	DTM05	624	<b>Century</b> The first two characters in the designation of the year (CCYY)	O N0 2/2
Not Used	DTM06	1250	<b>Date Time Period Format Qualifier</b> Code indicating the date format, time format, or date and time format	X ID 2/3
Not Used	DTM07	1251	<b>Date Time Period</b> Expression of a date, a time, or range of dates, times or dates and times	X AN 1/35

**Segment:** **N9** Reference Number

**Position:** 110

**Loop:** BS1 Optional

**Level:**

**Usage:** Optional

**Max Use:** 20

**Purpose:** To transmit identifying numbers and descriptive information as specified by the reference number qualifier

**Syntax Notes:** 1 At least one of N902 or N903 is required.

2 If N906 is present, then N905 is required.

**Semantic Notes:** 1 N906 reflects the time zone which the time reflects.

**Comments:**

**Notes:** *Use multiple repetitions of this N9/110 segment to identify data that apply to the entire shipment. Use the N9/200 segment to identify data that apply to the Order level.*

#### Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	N901	128	<b>Reference Number Qualifier</b> Code qualifying the Reference Number. SI Shipper's Identifying Number for Shipment (SID) A unique number (to the shipper) assigned by the shipper to identify the shipment Use to indicate a shipment number assigned by the shipper.	M ID 2/2
Must Use	N902	127	<b>Reference Number</b> Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.	X AN 1/30
Not Used	N903	369	<b>Free-form Description</b> Free-form descriptive text	X AN 1/45
Not Used	N904	373	<b>Date</b> Date (YYMMDD)	O DT 6/6
Not Used	N905	337	<b>Time</b> Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	X TM 4/8
Not Used	N906	623	<b>Time Code</b> Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	O ID 2/2



**Segment:** **PER** Administrative Communications Contact

**Position:** 120

**Loop:** BS1 Optional

**Level:**

**Usage:** Optional

**Max Use:** 5

**Purpose:** To identify a person or office to whom administrative communications should be directed

- Syntax Notes:**
- 1 If either PER03 or PER04 is present, then the other is required.
  - 2 If either PER05 or PER06 is present, then the other is required.
  - 3 If either PER07 or PER08 is present, then the other is required.

**Semantic Notes:**

**Comments:**

**Notes:** *Use to indicate the name of a general point of contact.*

**Data Element Summary**

Ref.	Data	Name	Attributes
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	PER01	366 Contact Function Code	M ID 2/2
		Code identifying the major duty or responsibility of the person or group named	
		<i>Use to indicate an individual contractor's organization to be contacted with questions arising from the submission of this transaction set.</i>	
		IC Information Contact	
		Use to indicate an individual in the contractor's organization to be contacted with questions arising from the submission this transaction.	
PER02	93	Name	O AN 1/35
		Free-form name	
		<i>Cite the last name first, followed by first name. If the whole name is longer than 35 characters, truncate or use initials for the first name.</i>	
PER03	365	Communication Number Qualifier	X ID 2/2
		Code identifying the type of communication number	
		<i>Use to identify a communication number for the party cited in PER02. Use Per03/04 to identify the communication number.</i>	
		TE Telephone	
		Use to indicate a commercial telephone number. Include the area code.	
PER04	364	Communication Number	X AN 1/80
		Complete communications number including country or area code when applicable	
PER05	365	Communication Number Qualifier	X ID 2/2
		Code identifying the type of communication number	
		EX Telephone Extension	

Use only if PER03 is used citing code TE.

	<b>PER06</b>	<b>364</b>	<b>Communication Number</b>	<b>X</b>	<b>AN 1/80</b>
			Complete communications number including country or area code when applicable		
<b>Not Used</b>	<b>PER07</b>	<b>365</b>	<b>Communication Number Qualifier</b>	<b>X</b>	<b>ID 2/2</b>
			Code identifying the type of communication number		
<b>Not Used</b>	<b>PER08</b>	<b>364</b>	<b>Communication Number</b>	<b>X</b>	<b>AN 1/80</b>
			Complete communications number including country or area code when applicable		
<b>Not Used</b>	<b>PER09</b>	<b>443</b>	<b>Contact Inquiry Reference</b>	<b>O</b>	<b>AN 1/20</b>
			Additional reference number or description to clarify a contact number		

<b>Segment:</b>	<b>N1</b> Name
<b>Position:</b>	140
<b>Loop:</b>	N1 Optional
<b>Level:</b>	
<b>Usage:</b>	Optional
<b>Max Use:</b>	1
<b>Purpose:</b>	To identify a party by type of organization, name, and code
<b>Syntax Notes:</b>	<ol style="list-style-type: none"> <li>1 At least one of N102 or N103 is required.</li> <li>2 If either N103 or N104 is present, then the other is required.</li> </ol>
<b>Semantic Notes:</b>	
<b>Comments:</b>	<ol style="list-style-type: none"> <li>1 This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.</li> <li>2 N105 and N106 further define the type of entity in N101.</li> </ol>
<b>Notes:</b>	<ol style="list-style-type: none"> <li>1. <i>Whenever possible, address information should be transmitted using code values contained in a combination of the N101 and N103/4 data elements. Use N102 and N2-N4 segments only when it is necessary to transmit the full address. For example, if a contractor can be identified by a Dun &amp; Bradstreet (DUNS) number, it is not necessary to transmit the contractor's full address since the relationship between the DUNS number and the contractor's address can be established by accessing a data base in which the information is stored, having been put there at the time the contractor electronically registered as a Federal Government trading partner.</i></li> <li>2. <i>Use this N1/140 Name loop to identify organizations applicable to the shipment information.</i></li> <li>3. <i>Use this N1/140 loop to identify: a) contractor, or other party originating the transaction set; b) the Ship-To, or ultimate recipient; and c) other party receiving the transaction set.</i></li> </ol>

#### Data Element Summary

Ref.	Data		
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	N101	98 Entity Identifier Code	M ID 2/2
		Code identifying an organizational entity, a physical location, or an individual	
		KX Free on Board Point	
		Use to indicate the FOB point when it has to be described by a specific address rather than as a code value indicating either origin or destination. Use when 1/FOB02/090 is code IT - Intermediate.	
		KZ Acceptance Location	
		Use to indicate the acceptance location when it has to be described by a specific address rather than as a code value indicating either origin or destination.	

			Use when 1/FOB02/090 is code IT - Intermediate.
		SE	Selling Party
			Use to indicate the Prime Contractor or vendor.
		ST	Ship To
			Use to indicate the address to which an item must be shipped. If the ship-to address is an FPO or APO, cite the FPO or APO zip code in N403, cite code AR in N405, and cite the two letter identifier (AA for Miami, AE for New York, and AP for San Francisco) in N406.
		SV	Service Performance Site
			When services are contracted for, this describes the organization for whom or location address at which those services will be performed
		Z7	Mark-for Party
			The party for whom the needed material is intended
			Use, as needed, to identify an entity located within the Ship-to address that is to actually receive the shipment.
N102	93	Name	X AN 1/35
		Free-form name	
			<i>Use as necessary, to indicate the name of the activity cited in N101. When that party can be identified by a code value in N104, it is not necessary to provide the name. If additional characters are required to cite the full name, truncate at a logical point and use the N2 segment for the additional name information. If the ship-to address is an APO or FPO, cite APO or FPO as appropriate.</i>
N103	66	Identification Code Qualifier	X ID 1/2
		Code designating the system/method of code structure used for Identification Code (67)	
		1	D-U-N-S Number, Dun & Bradstreet
			Use in all transmissions to identify the DUNS number of the seller (code SE). Use in other iterations of the N1 loop with the appropriate N101 codes to identify Government activities or other contractor locations.
		9	D-U-N-S+4, D-U-N-S Number with Four Character Suffix
			Use to indicate the transacting parties where D-U-N-S+4 is appropriate.
		10	Department of Defense Activity Address Code (DODAAC)
			Use to indicate either a Department of Defense Activity Address Code or a Civilian Agency Activity Address Code.

	<b>N104</b>	<b>67</b>	<b>Identification Code</b>	<b>X</b>	<b>AN 2/20</b>
			Code identifying a party or other code		
			<i>Use to cite the actual Dun and Bradstreet, Dun and Bradstreet+4 or Department of Defense Activity Address Code.</i>		
<b>Not Used</b>	<b>N105</b>	<b>706</b>	<b>Entity Relationship Code</b>	<b>O</b>	<b>ID 2/2</b>
			Code describing entity relationship		
<b>Not Used</b>	<b>N106</b>	<b>98</b>	<b>Entity Identifier Code</b>	<b>O</b>	<b>ID 2/2</b>
			Code identifying an organizational entity, a physical location, or an individual		

**Segment:** **N2** Additional Name Information  
**Position:** 150  
**Loop:** N1 Optional  
**Level:**  
**Usage:** Optional  
**Max Use:** 2  
**Purpose:** To specify additional names or those longer than 35 characters in length  
**Syntax Notes:**  
**Semantic Notes:**  
**Comments:**  
**Notes:** *Use, as applicable, to indicate additional name information for the party cited in N101, when the size of the name is greater than the space allocated in N102.*

Data Element Summary				
	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	N201	93	Name Free-form name	M AN 1/35
	N202	93	Name Free-form name	O AN 1/35

**Segment:** **N3** Address Information  
**Position:** 160  
**Loop:** N1 Optional  
**Level:**  
**Usage:** Optional  
**Max Use:** 2  
**Purpose:** To specify the location of the named party  
**Syntax Notes:**  
**Semantic Notes:**  
**Comments:**

**Notes:** *1. Use to indicate the number of the building, the name of the street, suite numbers, if applicable, and any other address information. Use N302 if additional space is required.*  
*2. This segment is not necessary when the cited party can be identified by a code value in N101/03/04.*

#### Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	N301	166	Address Information Address information	M AN 1/35
	N302	166	Address Information Address information	O AN 1/35

<b>Segment:</b>	<b>N4 Geographic Location</b>
<b>Position:</b>	170
<b>Loop:</b>	N1 Optional
<b>Level:</b>	
<b>Usage:</b>	Optional
<b>Max Use:</b>	1
<b>Purpose:</b>	To specify the geographic place of the named party
<b>Syntax Notes:</b>	1 If N406 is present, then N405 is required.
<b>Semantic Notes:</b>	
<b>Comments:</b>	1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location. 2 N402 is required only if city name (N401) is in the USA or Canada.
<b>Notes:</b>	1. <i>This segment is not necessary when the cited party can be identified by a code value in N101/03/04.</i>

Data Element Summary			
Ref.	Data		
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
N401	19	City Name	O AN 2/30
		Free-form text for city name	
N402	156	State or Province Code	O ID 2/2
		Code (Standard State/Province) as defined by appropriate government agency	
N403	116	Postal Code	O ID 3/11
		Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	
		<i>Do not use a dash in the zip code.</i>	
N404	26	Country Code	O ID 2/3
		Code identifying the country	
		<i>Use only when other than the United States.</i>	
N405	309	Location Qualifier	X ID 1/2
		Code identifying type of location	
		AR Armed Services Location Designation	
		Use to indicate an Army Post Office (APO) or a Fleet Post Office (FPO)	
N406	310	Location Identifier	O AN 1/30
		Code which identifies a specific location	
		<i>When N405 is code AR, cite the Two letter APO or FPO identifier (AA for Miami, AE for New York, or AP for San Francisco).</i>	

**Segment:** **TDS** Total Monetary Value Summary

**Position:** 180

**Loop:** BS2 Optional

**Level:**

**Usage:** Optional

**Max Use:** 1

**Purpose:** To specify the total invoice discounts and amounts

**Syntax Notes:**

**Semantic Notes:**

- 1 TDS01 is the total amount of invoice (including charges, less allowances) before terms discount (if discount is applicable).
- 2 TDS02 indicates the amount upon which the terms discount amount is calculated.
- 3 TDS03 is the amount of invoice due if paid by terms discount due date (total invoice or installment amount less cash discount).
- 4 TDS04 indicates the total amount of terms discount.

**Comments:**

- 1 TDS02 is required if the dollar value subject to discount is not equal to the dollar value of TDS01.

**Notes:** *1. Use this Order level loop to identify total invoice monetary amounts applicable to all items in the order.*

*2. There is no need to transmit either the currency symbol (e.g., the dollar sign \$), commas separating thousands, or the decimal point, because the amount data elements are N2 types which means that there are two decimal places implied in every transmitted number. When using, be sure to follow all whole numbers with two zeros to account for the implied two decimal places.*

#### Data Element Summary

	Ref.	Data		
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	TDS01	610	Amount	M N2 1/15
			Monetary amount	
			<i>Use to indicate the total amount of the invoice.</i>	
Not Used	TDS02	610	Amount	O N2 1/15
			Monetary amount	
Not Used	TDS03	610	Amount	O N2 1/15
			Monetary amount	
Not Used	TDS04	610	Amount	O N2 1/15
			Monetary amount	

**Segment:** **PRF** Purchase Order Reference  
**Position:** 190  
**Loop:** BS2 Optional  
**Level:**  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To provide reference to a specific purchase order  
**Syntax Notes:**  
**Semantic Notes:** 1 PRF04 is the date assigned by the purchaser to purchase order.  
**Comments:**  
**Notes:**

1. Use to identify the Procurement Instrument Identification Number (PIIN) and, if applicable the Supplemental Procurement Instrument Identification Number (SPIIN).
2. Use to identify additional contract information including a contract or order modification.

#### Data Element Summary

	Ref.	Data		
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	PRF01	324	Purchase Order Number	M AN 1/22
			Identifying number for Purchase Order assigned by the orderer/purchaser	
			<i>Enter the purchase order number, contract number (including Federal Supply Schedules, General Services Administration Schedules and all other basic contracts). This is always the Procurement Instrument Identification Number (PIIN) for the Department of Defense or the equivalent expression for Civilian Agencies. This is never the number of a delivery order, call or release against a basic award instrument, that number is carried in PRF02. This number shall be transmitted without dashes.</i>	
	PRF02	328	Release Number	O AN 1/30
			Number identifying a release against a Purchase Order previously placed by the parties involved in the transaction	
			<i>Enter the number of a release, call or delivery order against a basic award instrument. This is always the Supplemental Procurement Instrument Identification Number (SPIIN). This number shall be transmitted without dashes.</i>	
	PRF03	327	Change Order Sequence Number	O AN 1/8
			Number assigned by the orderer identifying a specific change or revision to a previously transmitted transaction set	
	PRF04	373	Date	O DT 6/6
			Date (YYMMDD)	
			<i>1. When PRF02 is used, cite the date of the delivery order, call or release.</i>	

***2. When PRF02 is not used, cite the date of the award instrument identified in PRF01.***

<b>Not Used</b>	<b>PRF05</b>	<b>350</b>	<b>Assigned Identification</b> Alphanumeric characters assigned for differentiation within a transaction set	<b>O</b>	<b>AN 1/11</b>
<b>Not Used</b>	<b>PRF06</b>	<b>367</b>	<b>Contract Number</b> Contract number	<b>O</b>	<b>AN 1/30</b>
<b>Not Used</b>	<b>PRF07</b>	<b>92</b>	<b>Purchase Order Type Code</b> Code specifying the type of Purchase Order	<b>O</b>	<b>ID 2/2</b>

<b>Segment:</b>	<b>N9</b> Reference Number
<b>Position:</b>	200
<b>Loop:</b>	BS2 Optional
<b>Level:</b>	
<b>Usage:</b>	Optional
<b>Max Use:</b>	>1
<b>Purpose:</b>	To transmit identifying numbers and descriptive information as specified by the reference number qualifier
<b>Syntax Notes:</b>	<ol style="list-style-type: none"> <li>1 At least one of N902 or N903 is required.</li> <li>2 If N906 is present, then N905 is required.</li> </ol>
<b>Semantic Notes:</b>	<ol style="list-style-type: none"> <li>1 N906 reflects the time zone which the time reflects.</li> </ol>
<b>Comments:</b>	
<b>Notes:</b>	<p><i>1. Use this N9/200 segment to identify numbers that apply to a particular order/invoice and all of the line items. Use the N9/110 segment for numbers that apply to shipment information.</i></p> <p><i>2. Use to identify transaction numbers (i.e., the requisition number), an applicable number suffix, and/or other controlling numbers.</i></p>

#### Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	N901		128	Reference Number Qualifier	M ID 2/2
				Code qualifying the Reference Number.	
			IK	Invoice Number	
				Manufacturer's invoice number for vehicle/component	
				Use to indicate the Invoice number. The invoice number may not be duplicated by an issuer in an original transaction (BHT02, code 00) within a 12 month period. The same number can be used if issuing a duplicate or replacement Advance Shipment and Billing Notice (BHT02 is code 05 or 07).	
			IL	Internal Order Number	
				Use to indicate the purchase requisition number associated with the entire order.	
			IZ	Insured Parcel Post Number	
				Number assigned to control an insured parcel post shipment from shipper to consignee	
			K2	Certified Mail Number	
				Number assigned by U.S. Postal Service (USPS) to monitor the movement of certified mail from point of acceptance by USPS to point of delivery	
			K3	Registered Mail Number	

Number assigned by U.S. Postal Service (USPS) to monitor the movement of mail from point of acceptance by USPS to point of delivery

	<b>N902</b>	<b>127</b>	<b>Reference Number</b>	<b>X</b>	<b>AN 1/30</b>
			Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.		
<b>Not Used</b>	<b>N903</b>	<b>369</b>	<b>Free-form Description</b>	<b>X</b>	<b>AN 1/45</b>
			Free-form descriptive text		
<b>Not Used</b>	<b>N904</b>	<b>373</b>	<b>Date</b>	<b>O</b>	<b>DT 6/6</b>
			Date (YYMMDD)		
<b>Not Used</b>	<b>N905</b>	<b>337</b>	<b>Time</b>	<b>X</b>	<b>TM 4/8</b>
			Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)		
<b>Not Used</b>	<b>N906</b>	<b>623</b>	<b>Time Code</b>	<b>O</b>	<b>ID 2/2</b>
			Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow		

<b>Segment:</b>	<b>ITD</b> Terms of Sale/Deferred Terms of Sale
<b>Position:</b>	220
<b>Loop:</b>	BS2      Optional
<b>Level:</b>	
<b>Usage:</b>	Optional
<b>Max Use:</b>	5
<b>Purpose:</b>	To specify terms of sale
<b>Syntax Notes:</b>	<ol style="list-style-type: none"> <li>1 If ITD03 is present, then at least one of ITD04 ITD05 or ITD13 is required.</li> <li>2 If ITD08 is present, then at least one of ITD04 ITD05 or ITD13 is required.</li> <li>3 If ITD09 is present, then at least one of ITD10 or ITD11 is required.</li> </ol>
<b>Semantic Notes:</b>	<ol style="list-style-type: none"> <li>1 ITD15 is the percentage applied to a base amount used to determine a late payment charge.</li> </ol>
<b>Comments:</b>	<ol style="list-style-type: none"> <li>1 If the code in ITD01 is "04", then ITD07 or ITD09 is required and either ITD10 or ITD11 is required; if the code in ITD01 is "05", then ITD06 or ITD07 is required.</li> </ol>
<b>Notes:</b>	<ol style="list-style-type: none"> <li>1. Use to identify discount terms applicable to the order.</li> <li>2. Discount terms must be the same as identified in the applicable award instrument unless the contractor is offering better discount terms.</li> <li>3. Use only when a discount or Fast Pay is applicable.</li> </ol>

#### Data Element Summary

Ref.	Data		Attributes
<u>Des.</u>	<u>Element</u>	<u>Name</u>	
ITD01	336	Terms Type Code	O ID 2/2
		Code identifying type of payment terms	
		03 Fixed Date	
		08 Basic Discount Offered	
		16 Prompt Payment Act	
		21 Fast Pay	
		Code indicating that an invoice is subject to accelerated payment	
		Use to indicate FAST PAY procedures are applicable only when that procedure has been authorized in the contract or order for which this invoice is being submitted.	
		22 Cash Discount Terms Apply	
		Contract terms specify that a cash discount is applicable	
		PP Prepayment	
ITD02	333	Terms Basis Date Code	O ID 1/2
		Code identifying the beginning of the terms period	
		1. Use this data element only if better terms are being offered than are contained in the applicable award instrument.	

**2. Use any code.**

Refer to 003050 Data Element Dictionary for acceptable code values.

	<b>ITD03</b>	<b>338</b>	<b>Terms Discount Percent</b>	<b>O R 1/6</b>
			Terms discount percentage, expressed as a percent, available to the purchaser if an invoice is paid on or before the Terms Discount Due Date	
			<i>The amount shown is a percent, e.g., two and a half percent should be shown as 2.5 (two point five). Do not write the percent as .025</i>	
	<b>ITD04</b>	<b>370</b>	<b>Terms Discount Due Date</b>	<b>X DT 6/6</b>
			Date payment is due if discount is to be earned	
			<i>Use to indicate the date for the discount when ITD01 is code 03.</i>	
	<b>ITD05</b>	<b>351</b>	<b>Terms Discount Days Due</b>	<b>X N0 1/3</b>
			Number of days in the terms discount period by which payment is due if terms discount is earned	
			<i>Use to indicate the number of days applicable to the term discount. Example, 2/10 indicates a 2% discount is given if the invoice is paid within 10 days.</i>	
<b>Not Used</b>	<b>ITD06</b>	<b>446</b>	<b>Terms Net Due Date</b>	<b>O DT 6/6</b>
			Date when total invoice amount becomes due	
	<b>ITD07</b>	<b>386</b>	<b>Terms Net Days</b>	<b>O N0 1/3</b>
			Number of days until total invoice amount is due (discount not applicable)	
			<i>Use this data element to indicate net payment period, Example: Net 30 indicates the invoice amount is due within 30 days. Use this data element only if better discount terms are being offered than are contained in the applicable award instrument.</i>	
	<b>ITD08</b>	<b>362</b>	<b>Terms Discount Amount</b>	<b>O N2 1/10</b>
			Total amount of terms discount	
			<i>1. Use this data element to indicate an amount of the terms discount. Use this data element only if better discount terms are being offered than are contained in the applicable award instrument.</i>	
			<i>2. Use, if needed, to prevent differences that can result from rounding off methods.</i>	
<b>Not Used</b>	<b>ITD09</b>	<b>388</b>	<b>Terms Deferred Due Date</b>	<b>O DT 6/6</b>
			Date deferred payment or percent of invoice payable is due	
<b>Not Used</b>	<b>ITD10</b>	<b>389</b>	<b>Deferred Amount Due</b>	<b>X N2 1/10</b>
			Deferred amount due for payment	
<b>Not Used</b>	<b>ITD11</b>	<b>342</b>	<b>Percent of Invoice Payable</b>	<b>X R 1/5</b>
			Amount of invoice payable expressed in percent	
<b>Not Used</b>	<b>ITD12</b>	<b>352</b>	<b>Description</b>	<b>O AN 1/80</b>
			A free-form description to clarify the related data elements and their content	

<b>Not Used</b>	<b>ITD13</b>	<b>765</b>	<b>Day of Month</b> The numeric value of the day of the month between 1 and the maximum day of the month being referenced	<b>X</b>	<b>N0 1/2</b>
<b>Not Used</b>	<b>ITD14</b>	<b>107</b>	<b>Payment Method Code</b> Code identifying type of payment procedures	<b>O</b>	<b>ID 1/1</b>
<b>Not Used</b>	<b>ITD15</b>	<b>954</b>	<b>Percent</b> Percentage expressed as a decimal	<b>O</b>	<b>R 1/10</b>

**Segment:** **SAC** Service, Promotion, Allowance, or Charge Information

**Position:** 240

**Loop:** SAC Optional

**Level:**

**Usage:** Optional

**Max Use:** 1

**Purpose:** To request or identify a service, promotion, allowance, or charge; to specify the amount or percentage for the service, promotion, allowance, or charge

**Syntax Notes:**

- 1 At least one of SAC02 or SAC03 is required.
- 2 If either SAC03 or SAC04 is present, then the other is required.
- 3 If either SAC06 or SAC07 is present, then the other is required.
- 4 If either SAC09 or SAC10 is present, then the other is required.
- 5 If SAC11 is present, then SAC10 is required.
- 6 If SAC13 is present, then at least one of SAC02 or SAC04 is required.
- 7 If SAC14 is present, then SAC13 is required.

**Semantic Notes:**

- 1 If SAC01 is "A" or "C", then at least one of SAC05, SAC07, or SAC08 is required.
- 2 SAC05 is the total amount for the service, promotion, allowance, or charge. If SAC05 is present with SAC07 or SAC08, then SAC05 takes precedence.
- 3 SAC08 is the allowance or charge rate per unit.
- 4 SAC10 and SAC11 is the quantity basis when the allowance or charge quantity is different from the purchase order or invoice quantity. SAC10 and SAC11 used together indicate a quantity range, which could be a dollar amount, that is applicable to service, promotion, allowance, or charge.
- 5 SAC13 is used in conjunction with SAC02 or SAC04 to provide a specific reference number as identified by the code used.
- 6 SAC14 is used in conjunction with SAC13 to identify an option when there is more than one option of the promotion.

**Comments:**

- 1 SAC04 may be used to uniquely identify the service, promotion, allowance, or charge. In addition, it may be used in conjunction to further the code in SAC02.
- 2 In some business applications, it is necessary to advise the trading partner of the actual dollar amount that a particular allowance, charge, or promotion was based on to reduce ambiguity. This amount is commonly referred to a "Dollar Basis Amount". It is represented in the SAC segment in SAC10 using the qualifier "DO" - Dollars in SAC09.

**Notes:** *Use this SAC/240 segment in the Order loop to identify total charges that are not being invoiced as a line item. These amounts are included in the TDS/180 segment.*

#### Data Element Summary

	Ref.	Data		
			<u>Element</u>	<u>Name</u>
Must Use	SAC01	248	Allowance or Charge Indicator	M ID 1/1
			Code which indicates an allowance or charge for the service specified	
			C	Charge
Must Use	SAC02	1300	Service, Promotion, Allowance, or Charge Code	X ID 4/4
			Code identifying the service, promotion, allowance, or charge	

			I260	Transportation Direct Billing		
				Use to indicate a transportation charge when not applicable to a specific line item.		
Not Used	SAC03	559	<b>Agency Qualifier Code</b>	X	ID 2/2	
			Code identifying the agency assigning the code values			
Not Used	SAC04	1301	<b>Agency Service, Promotion, Allowance, or Charge Code</b>	X	AN 1/10	
			Agency maintained code identifying the service, promotion, allowance, or charge			
	SAC05	610	<b>Amount</b>	O	N2 1/15	
			Monetary amount			
			<i>Use to identify the amount of the charge.</i>			
Not Used	SAC06	378	<b>Allowance/Charge Percent Qualifier</b>	X	ID 1/1	
			Code indicating on what basis allowance or charge percent is calculated			
Not Used	SAC07	332	<b>Percent</b>	X	R 1/6	
			Percent expressed as a percent			
Not Used	SAC08	118	<b>Rate</b>	O	R 1/9	
			Rate expressed in the standard monetary denomination for the currency specified			
Not Used	SAC09	355	<b>Unit or Basis for Measurement Code</b>	X	ID 2/2	
			Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken			
Not Used	SAC10	380	<b>Quantity</b>	X	R 1/15	
			Numeric value of quantity			
Not Used	SAC11	380	<b>Quantity</b>	O	R 1/15	
			Numeric value of quantity			
Not Used	SAC12	331	<b>Allowance or Charge Method of Handling Code</b>	O	ID 2/2	
			Code indicating method of handling for an allowance or charge			
Not Used	SAC13	127	<b>Reference Number</b>	X	AN 1/30	
			Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.			
Not Used	SAC14	770	<b>Option Number</b>	O	AN 1/20	
			A unique number identifying available promotion or allowance options when more than one is offered			
Not Used	SAC15	352	<b>Description</b>	O	AN 1/80	
			A free-form description to clarify the related data elements and their content			

**Segment:** **IT1** **Baseline Item Data (Invoice)**  
**Position:** 370  
**Loop:** BS5 Optional  
**Level:**  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To specify the basic and most frequently used line item data for the invoice and related transactions

- Syntax Notes:**
- 1 If any of IT102 IT103 or IT104 is present, then all are required.
  - 2 If either IT106 or IT107 is present, then the other is required.
  - 3 If either IT108 or IT109 is present, then the other is required.
  - 4 If either IT110 or IT111 is present, then the other is required.
  - 5 If either IT112 or IT113 is present, then the other is required.
  - 6 If either IT114 or IT115 is present, then the other is required.
  - 7 If either IT116 or IT117 is present, then the other is required.
  - 8 If either IT118 or IT119 is present, then the other is required.
  - 9 If either IT120 or IT121 is present, then the other is required.
  - 10 If either IT122 or IT123 is present, then the other is required.
  - 11 If either IT124 or IT125 is present, then the other is required.

**Semantic Notes:** 1 IT101 is the purchase order line item identification.

- Comments:**
- 1 Element 235/234 combinations should be interpreted to include products and/or services. See the Data Dictionary for a complete list of ID's.
  - 2 IT106 through IT125 provides for ten (10) different product/service ID's for each item. For example: Case, Color, Drawing No., UPC No., ISBN No., Model No., SKU.

**Notes:** *Use multiple iterations of this IT1/370 loop to provide invoice data for a specific line item. Allowances or charges applicable at the Order level are included in the SAC/240 loop.*

#### Data Element Summary

Ref.	Data		
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
IT101	350	Assigned Identification	O AN 1/11

Alphanumeric characters assigned for differentiation within a transaction set

*Use to identify the line item in accordance with the format prescribed in the Defense Federal Acquisition Regulation Supplement uniform line item numbering policy.*

IT102	358	Quantity Invoiced	X R 1/10
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Number of units invoiced (supplier units)

*Use to identify the quantity invoiced and shipped.*

IT103	355	Unit or Basis for Measurement Code	X ID 2/2
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Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken

*1. Use to identify the unit of issue for the quantity listed in IT102.*

**2. Use any appropriate code, but it must be the same unit of measure as cited in the applicable award instrument.**

Refer to 003050 Data Element Dictionary for acceptable code values.

	<b>IT104</b>	<b>212</b>	<b>Unit Price</b>	<b>X</b>	<b>R 1/17</b>
			Price per unit of product, service, commodity, etc.		
			<i>Cite the contract or order unit price. In those cases where the line item was obtained without charge, cite the number "0".</i>		
<b>Not Used</b>	<b>IT105</b>	<b>639</b>	<b>Basis of Unit Price Code</b>	<b>O</b>	<b>ID 2/2</b>
			Code identifying the type of unit price for an item		
	<b>IT106</b>	<b>235</b>	<b>Product/Service ID Qualifier</b>	<b>X</b>	<b>ID 2/2</b>
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
			<i>Use only codes that were contained in the contract or order. The description should be kept to a minimum essential to identify the item for shipment and invoice purposes. Any code may be used but the listed code is preferred in IT106.</i>		
			SW	Stock Number	
				Use to indicate a local stock number	
	<b>IT107</b>	<b>234</b>	<b>Product/Service ID</b>	<b>X</b>	<b>AN 1/40</b>
			Identifying number for a product or service		
	<b>IT108</b>	<b>235</b>	<b>Product/Service ID Qualifier</b>	<b>X</b>	<b>ID 2/2</b>
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
			Refer to 003050 Data Element Dictionary for acceptable code values.		
	<b>IT109</b>	<b>234</b>	<b>Product/Service ID</b>	<b>X</b>	<b>AN 1/40</b>
			Identifying number for a product or service		
<b>Not Used</b>	<b>IT110</b>	<b>235</b>	<b>Product/Service ID Qualifier</b>	<b>X</b>	<b>ID 2/2</b>
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
<b>Not Used</b>	<b>IT111</b>	<b>234</b>	<b>Product/Service ID</b>	<b>X</b>	<b>AN 1/40</b>
			Identifying number for a product or service		
<b>Not Used</b>	<b>IT112</b>	<b>235</b>	<b>Product/Service ID Qualifier</b>	<b>X</b>	<b>ID 2/2</b>
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
<b>Not Used</b>	<b>IT113</b>	<b>234</b>	<b>Product/Service ID</b>	<b>X</b>	<b>AN 1/40</b>
			Identifying number for a product or service		
<b>Not Used</b>	<b>IT114</b>	<b>235</b>	<b>Product/Service ID Qualifier</b>	<b>X</b>	<b>ID 2/2</b>
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
<b>Not Used</b>	<b>IT115</b>	<b>234</b>	<b>Product/Service ID</b>	<b>X</b>	<b>AN 1/40</b>
			Identifying number for a product or service		

Not Used	IT116	235	<b>Product/Service ID Qualifier</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)	X	ID 2/2
Not Used	IT117	234	<b>Product/Service ID</b> Identifying number for a product or service	X	AN 1/40
Not Used	IT118	235	<b>Product/Service ID Qualifier</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)	X	ID 2/2
Not Used	IT119	234	<b>Product/Service ID</b> Identifying number for a product or service	X	AN 1/40
Not Used	IT120	235	<b>Product/Service ID Qualifier</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)	X	ID 2/2
Not Used	IT121	234	<b>Product/Service ID</b> Identifying number for a product or service	X	AN 1/40
Not Used	IT122	235	<b>Product/Service ID Qualifier</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)	X	ID 2/2
Not Used	IT123	234	<b>Product/Service ID</b> Identifying number for a product or service	X	AN 1/40
Not Used	IT124	235	<b>Product/Service ID Qualifier</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)	X	ID 2/2
Not Used	IT125	234	<b>Product/Service ID</b> Identifying number for a product or service	X	AN 1/40

**Segment:** **SE** Transaction Set Trailer  
**Position:** 510  
**Loop:**  
**Level:**  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments).  
**Syntax Notes:**  
**Semantic Notes:**  
**Comments:** 1 SE is the last segment of each transaction set.

#### Data Element Summary

	<b>Ref.</b>	<b>Data</b>		
	<b><u>Des.</u></b>	<b><u>Element</u></b>	<b><u>Name</u></b>	<b><u>Attributes</u></b>
Must Use	SE01	96	Number of Included Segments	M N0 1/10
			Total number of segments included in a transaction set including ST and SE segments	
Must Use	SE02	329	Transaction Set Control Number	M AN 4/9
			Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set	
			<i>Cite the same number that is contained in ST02.</i>	